



*In search of Better Health*

# KENYA MEDICAL RESEARCH INSTITUTE

## External applicant's vacancy application guide on the KEMRI E-recruitment portal

**Step 1.** Go to KEMRI Website [www.kemri.org](http://www.kemri.org) , under QUICK LINKS click on [KEMRI E-Recruitment Portal.](#)

The screenshot shows the KEMRI website homepage. The navigation menu includes: HOME, ABOUT KEMRI, RESEARCH, RESOURCE CENTER, GRADUATE SCHOOL, FUNDING, SERVICES, EVENTS, MEDIA CENTRE, COVID-19, and CONTACT US. The main content area is divided into four columns: ABOUT US, DOWNLOADS, QUICK LINKS, and REGIONAL OFFICES. The QUICK LINKS column contains several links, with 'KEMRI E-Recruitment Portal' highlighted by a green box. Other links in the QUICK LINKS column include U-TAP, ERP Nav Web Client, KEMRI Intranet Portal, Staff Email, ICT Helpdesk Admin Login, ICT Helpdesk Portal, KEMRI Sacco Ltd., and E-Procurement Portal. The REGIONAL OFFICES column lists contact information for the Kenya Medical Research Institute, Center for Geographic Medicine Research Coast, Center for Global Health Research (CGHR), and Center for Infectious and Parasitic Diseases Control Research (CIPDCR).



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**Step 2.** The portal will open and below page will be displayed. Click on [Register](#).

Kenya Medical Research Institute(KEMRI)    Vacancies    How to Apply    Login    **Register**    Help    FAQs

## KEMRI CAREERS

**KEMRI Invites all Qualified Applicants to Apply for the following Advertised Career Opportunities!**

Active Job Vacancies    Contract Job Vacancies    Permanent & Pensionable Job Vacancies    Closed Job Vacancies

The following are the list of all advertised Jobs. Applicants are encouraged to apply

Employment Type    Job Title    Designation    **SEARCH**

Show 10 entries

#	No	Job Reference	Job Title/Designation	Employment Type	Positions	Application Deadline	Job Grade	View	Apply
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**Step 3.** Candidate Profile Registration form will open as shown below. Enter your ID No/Passport No, Surname, First Name, Other Names, valid email address, mobile number then click on Agree to terms and Conditions check box, provide the security capture answer and then click on submit Registration button.

Kenya Medical Research Institute(KEMRI)    Vacancies    How to Apply    Login    Register    Help    FAQs

## Candidate Profile Form

Do you want to find out more about your career options in Kenya Medical Research Institute(KEMRI); We are always looking for talented and motivated new employees who can contribute to the success of Kenya Medical Research Institute. You can find important information about Kenya Medical Research Institute and current employment opportunities. If you are interested in a job, you can apply direct for it online if you cannot find a suitable job but would still like to work in Kenya Medical Research Institute, you can register your details with us as soon as employment opportunity arises that may interest you.

### Candidate Registration Request

ID No/Passport No: 38000000    Surname: DYNAMICS

First Name: DYNAMICS    Other Names: ALERTS

ERP: ALERTS    Mobile Phone: 0702000000

Email Address: epalerts@kemri.org

You must agree before submitting [Read Terms & Conditions](#)  
 Agree to terms and conditions

28+33=?  
The answer is: 61


**CANCEL**    **SUBMIT REGISTRATION**



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**Step 4.** Once you provide all the details on step 3 and submit registration, the message “**Your Account Creation Request has been successfully submitted. Kindly Check your Email Account for More Details!**” will be displayed as shown below.

Kenya Medical Research Institute (E-Recruitment User Login )



Your Account Creation Request have been successfully submitted Kindly Check your Email Account for More Details!

Email Address or Employee Number

Password

$62-4=?$

The answer is

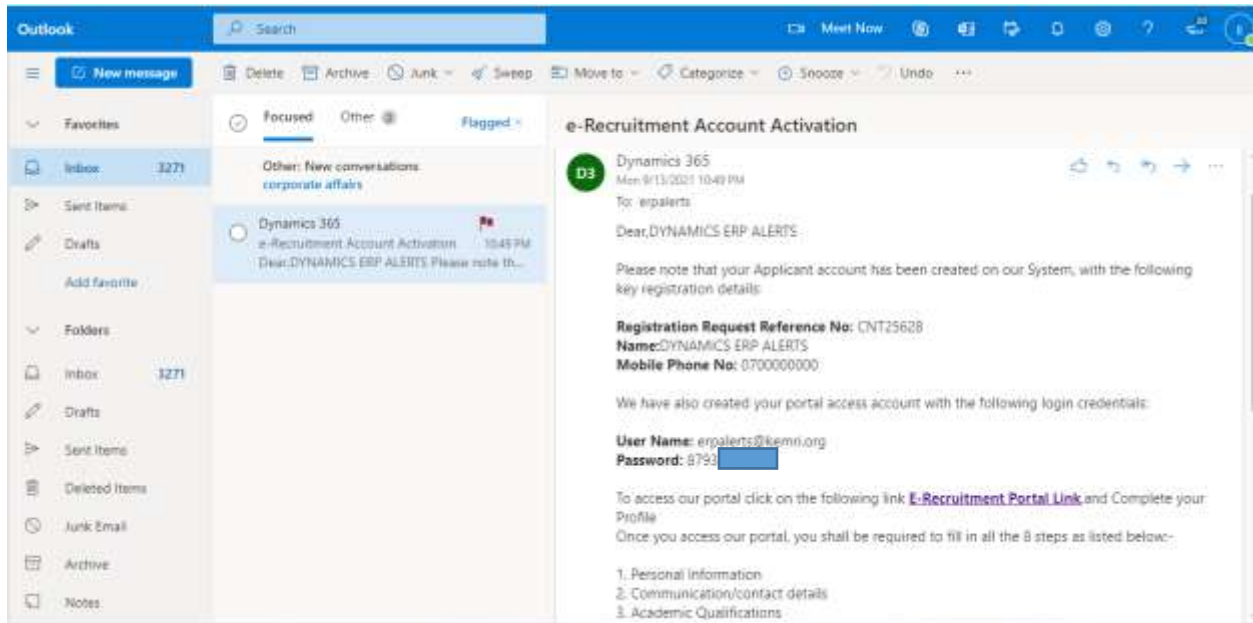
LOGIN



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**Step 5.** Login to your email account that you registered with on step 3 above, on your inbox you'll get an email from [d365@kemri.org](mailto:d365@kemri.org) subject: e-Recruitment Account Activation. The email has a one-time Password (OTP) as shown below.

**NOTE:** If you don't find the email on your inbox, please check on Junk or spam folders.





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**Step 6.** Enter your valid email address, the one-time password sent to you, provide the security capture answer and click the login button as shown below.

Kenya Medical Research Institute (E-Recruitment User Login )



Your Account Creation Request have been successfully submitted Kindly Check your Email Account for More Details!

Email Address or Employee Number

erpalerts@kemri.org

Password

\*\*\*\*\*

Good User Password (Recommended)

62-4=?

The answer is

58


LOGIN



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**Step 7.** On click of Login button on step 6 above, the e-recruitment change password form will be opened as shown below. Enter your registered email address and the password sent to you on step 5, create your new password, confirm the same new password and click Reset Password.

*E-Recruitment Change Password*



<p>Enter Registered Email Address</p> <input type="text" value="erpalerts@kemri.org"/>	<p>Enter Old Password</p> <input type="password" value="*****"/>
<p>Enter New Password</p> <input type="password" value="*****"/>	<p>Confirm New Password</p> <input type="password" value="*****"/>


**RESET PASSWORD**



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**Step 8.** Once you click Reset password on step 7 above, the login page will open with the message “**Your Account Password was successfully reset, Kindly use the New Password to Login**” as shown below. Enter your registered email, the new password, provide the Security capture answer and click Login button.

Kenya Medical Research Institute (E-Recruitment User Login)



Your Account Password was successfully reset, Kindly use the New Password to Login

Email Address or Employee Number

erpalerts@kemri.org

Password

.....

Bad User Password (Not Recommended)

$42 + 43 = ?$

The answer is

85

**LOGIN**

[Don't have an account yet?](#)      [Forgot your password?](#)



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**Step 9.** Once you click login on step 8, you will be logged in to the KEMRI e-recruitment portal and the complete profile form with 8 sections will be displayed with the message **“Your Candidate Profile is not complete. Kindly complete your profile before applying for an advertised vacancy”** as show below.

**Kenya Medical Research Institute(KEMRI) E-Recruitment**

**Candidate Registration**

Welcome to the E-Recruitment Portal Complete your Profile

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Bodies 5 Experience 6 References 7 Attachments 8 Declaration

Personal Details(Only fill all the fields with Asterisk(\*)) Step 1 of 8

Your Candidate Profile is not Complete. Kindly complete your profile before applying for an advertised vacancy

Title \*  Surname \*

First Name \*  Other Names

Gender \*  Marital Status \*

Date of Birth \*  ID Number \*





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**Step 10.** Fill all the mandatory fields with asterisks and any the relevant details and click Save personal details button. The message “**Personal Information Details has been successfully saved**” will be displayed.

**Kenya Medical Research Institute(KEMRI) E-Recruitment**

**Candidate Registration**

Welcome to the E-Recruitment Portal Complete your Profile

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Bodies 5 Experience 6 Referees 7 Attachments 8 Declaration

Personal Details(Only fill all the fields with Asterisks) (Step 1 of 8)

**Personal Information Details has been successfully saved**

Title *	Mr	Surname *	DYNAMICS
First Name *	ERP	Other Names	ALERTS
Gender *	Male	Marital Status *	Single
Date of Birth *	05/03/1991	ID Number *	30000000

**NOTE:**

1. Ensure you fill all the necessary details and Click save button on each section, 1. Personal Details, 2. Education, 3. Professional Qualification, 4. Professional Bodies, 5. Experience and 6. Referees.
2. Before proceeding to the next step ensure you get the success message that the details have been saved successfully after clicking the save button.



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Section 7 of the candidate profile form is the attachment section where you are required to attach and upload all your supporting documents

The attachment step has 4 parts; Section 1. Statutory Documents (Chapter 6 Requirements), Section 2. Application Letter & CV, Section 3. Academic Qualification, Professional Qualifications and Section 4. Developed Proposals and Published Journals.

Section 2. Application Letter, CV and Section 3. Academic Qualification, Professional Qualification **MUST** be filled before proceeding to the next step.

**Step 11.** Click on Choose Files, navigate to where your files are located, select the file you wish to attach and click open, the file name will be displayed as shown below.

The screenshot displays the KEMRI E-Recruitment portal interface. The top navigation bar includes the KEMRI logo, the text 'Kenya Medical Research Institute(KEMRI) E-Recruitment', and a 'DYNAMICS ERP ALERTS' notification. A left sidebar contains navigation options: Dashboard, Complete Profile, My Profile, Job Vacancies, My Applications, Internships, Attachment, Referrals, Aptitude, Assessments, Downloads, and Logout. The main content area is titled 'Section 2 ( Attach Application Letter, CV)' with the instruction 'Please Attach Relevant documents supporting your Application'. It features two upload sections: 'I. Upload your' and 'II. Upload your CV/Resume'. The 'I. Upload your' section shows a 'Choose File' button, a selected file named 'Application Letter.pdf', and an 'Upload Documents' button. Below this is a table for file entries, currently showing 0 to 0 of 0 entries. The 'II. Upload your CV/Resume' section also has a 'Choose File' button and 'No file chosen' text. A file explorer window is open over the 'I. Upload your' section, showing the 'Desktop > Attachments' folder. The file explorer lists several files: 'Application Letter' (5/31/2021 12:34 PM), 'Application Letter' (4/5/2021 9:58 AM), 'Credit Reference Bureau Report' (1/31/2021 12:54 PM), 'Credit Reference Bureau Report' (4/5/2021 9:58 AM), 'CVResume' (5/31/2021 12:34 PM), and 'CVResume' (4/5/2021 9:58 AM). The 'File name' field at the bottom of the file explorer is set to 'CVResume', and the 'All Files' dropdown is visible. The 'Open' and 'Cancel' buttons are at the bottom right of the file explorer window.



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**Step 12.** Once you have selected the file to attach and click on upload documents button on step 11, the following success message will be displayed “**Candidate File(s) uploaded successfully**” and the files will be displayed as shown below.

**NOTE:**

Please ensure you attach all the necessary supporting documents which you have on the different attachments sections, you can use one field to attach as many documents as you have with each file not exceeding 30MBS.

The screenshot displays the KEMRI E-Recruitment portal interface. At the top, the header includes the KEMRI logo, the text "Kenya Medical Research Institute(KEMRI) E-Recruitment", and a user profile icon labeled "DYNAMIC'S EBP ALERTS". A left-hand navigation menu lists various options: Dashboard, Complete Profile, My Profile, All Vacancies, My Applications, Internships, Attachment, Notables, Aptitude, Assessments, Downloads, and Logout.

The main content area is titled "Section 2 ( Attach Application Letter, CV)" with the instruction "Please Attach Relevant documents supporting your Application". A green banner at the top of this section reads "Candidate File(s) uploaded successfully". Below this, there are two upload sections: "7. Upload your Application Letter" and "8. Upload your CV/resume", each with a "Choose Files" button and the text "No file chosen". A blue "Upload Documents" button is positioned between these sections.

A table displays the uploaded files:

File Name	File Size	Download	Delete
Application Letter.pdf	171038	<a href="#">Download</a>	<a href="#">Delete</a>
CVResume.pdf	171038	<a href="#">Download</a>	<a href="#">Delete</a>

Below the table, it indicates "Showing 1 to 2 of 2 entries" and includes a "Previous" button and a "Next" button.

The bottom of the screenshot shows the start of "Section 3 (Academic Qualifications, Professional Qualifications)" with the instruction "Please Attach Relevant documents supporting your Application".



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**Step 13.** Once you have attached and uploaded all your documents, Click on Proceed button. Section 8. Declaration page will open, Click on Terms and Conditions checkbox, then Click on **Submit Profile Details**. The message **“Your Profile has been created successfully. Kindly Check your email Address for a System generated Pdf copy of your Resume. Please note that you may now proceed to apply for any openings which you qualify for.”** will be displayed as per the below screenshot.

Kenya Medical Research Institute(KEMRI) E-Recruitment

Candidate Registration

Welcome to the E-Recruitment Portal Complete your Profile

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Societies 5 Experience 6 References 7 Attachments 8 Declaration

Declaration (Step 8 of 8)

Your Profile has been created successfully. Kindly Check your email Address for a System generated Pdf copy of your Resume. Please note that you may now proceed to apply for any openings which you qualify for.

I, DYNAMIC'S ERP ALERTS certify that the particulars given on this form are correct and understand that any incorrect/misleading information may lead to disqualification and/or legal action. I hereby declare that the information provided in this form is true to the best of my knowledge, and I understand that any false information given could render me liable to immediate disqualification.

1. ACCURACY OF CONTENT: The content of this application is accurate and contains no false information.
2. EDUCATION INFORMATION: you give your full consent and authorize KEMRI to contact each of your education institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and confirm the diploma or degree you have received from each education institution. You also authorize the mentioned educational institutions to provide requested information directly to KEMRI. Any information received will be treated with due regard to confidentiality.
3. WORK EXPERIENCE: You are aware we will contact former and current employers, if applicable, regarding work experience as well as check your three professional references. Finally you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed. I consent to the above foregoing as part of the process of evaluation of my application.

I agree with the Terms and Conditions.

Submit Profile Details



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**Step 14.** Login to your email account that you registered with on step 3, on your inbox you'll get an email from [d365@kemri.org](mailto:d365@kemri.org) subject: Candidate Resume, the email has a system generated pdf copy of your Resume as shown below.

**NOTE:** If you don't find the email on your inbox, please check on Junk or spam folders.

The screenshot displays an Outlook email client interface. The main window shows an email from 'Dynamics 365' with the subject 'CANDIDATE RESUME' received on 5/10/2021 at 8:43 AM. The email body contains a PDF attachment titled 'CandidateCVCN1563.pdf' (157 KB). The text of the email reads: 'Dear ALERTS, We are pleased to inform you that your profile has been received Successfully Use the following link to access the E-Recruitment Portal: [E-Recruitment Portal](#)'. Below the text are three buttons: 'What is this?', 'What does this mean?', and 'Do you know what this is?'. A disclaimer at the bottom states: '[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]'. In the background, a PDF viewer window is open, showing a resume for 'CHINGI ALERTS ERP RESUME' from the Kenya Medical Research Institute. The resume includes personal details such as name, phone number, email, and ID number, as well as a section for 'PERSONAL ATTRIBUTES (SKILLS AND COMPETENCIES)'.



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**Step 15.** Once you complete your profile and you've gotten an email with a system generated Resume/CV, Click on Job Vacancies, [Open Job Vacancies](#) on the Dashboard. A list of all the open adverts will be displayed. Click view on any of the open vacancy that you are interested in applying.

Kenya Medical Research Institute(KEMRI) E-Recruitment

Open Job Vacancies Notice:  
All Applicants are Encouraged to Apply

Search by Job Title:  Search by Closing Date:

Show 15 entries

#	No	Job Reference	Job Title/Designation	Employment Type	Positions	Application Deadline	Job Grade	View	Apply
1	VM00003		Director General	Contract	1	10/05/2021 17:00:00	KMR D1	<input type="button" value="View"/>	<input type="button" value="Apply"/>

Showing 1 to 1 of 1 entries

Previous  Next



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**Step 16.** Once you click view, the following page will be displayed with all the necessary information for that particular vacancy.

#	Description	Requirement Type
1	Bachelor Degree in a health related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution.	Mandatory
2	Masters Degree in a health-related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution.	Mandatory
3	At least ten (10) years working experience in a senior management position in either the private or public sector.	Mandatory
4	PhD Degree in a health-related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution will be an added advantage	Added Advantage

**Step 17.** Click on **Apply for this Position**, A dialogue box will open as per the below screenshot. Click **Yes Proceed** on the dialogue box.

8

9



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**Step 18.** After clicking **Yes Proceed** Button, the system will copy the details you had captured on your profile and fill it on the job application form as shown below. Confirm all the details on the job application form from section 1 to 7.

Kenya Medical Research Institute(KEMRI) E-Recruitment

Job Application Form

Welcome to the E-Recruitment Portal Job Application Form

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Order 5 Experience 6 References 7 Attachments 8 Declaration

Personal Details -Step 2 of 8

Dear Mr ERP,  
Kindly note that the following profile details cannot be amended on this page. In case you want to make any changes to the details displayed below, kindly update using the following link: [edit profile](#)

Title \* Mr Surname \* DYNAMICS

First Name \* ERP Other Names ALERTS

Gender \* Male Marital Status \* Single

Date of Birth \* 19/08/1980 ID Number \* 1234567890





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**Step 19.** Once you have confirmed all your details on step 18, click on the checkbox I agree with the Terms and Conditions, then click on **Submit Job Application** button. You will get the following message “**Your Job Application Details has been submitted successfully. Kindly check your email Address for your Complete Job Application Summary**” as per the below screenshot.

The screenshot displays the 'Job Application Form' interface. At the top, it says 'Welcome to the E-Recruitment Portal Job Application Form'. Below this, there are eight numbered steps: 1. Personal Details, 2. Education, 3. Professional Qualifications, 4. Professional Bodies, 5. Experience, 6. Address, 7. Attachments, and 8. Declaration. Step 8 is highlighted in blue. A green banner message reads: 'Your Job Application Details has been submitted successfully. Kindly Check your email Address for your Complete Job Application Summary'. Below the message, there is a declaration section with the following text: 'DYNAMICS ERP/ALERTS certify that the particulars given on this form are correct and understand that any incorrect/misleading information may lead to disqualification and/or legal action. I hereby declare that the information provided in this form is true to the best of my knowledge, and I understand that any false information given could render me liable to immediate disqualification.' There are three numbered points: 1. ACCURACY OF CONTENT: The content of the application is accurate and contains no false information. 2. EDUCATION INFORMATION: you give your full consent and authorize KEMRI to contact each of your education institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and confirm the diploma or degree you have received from each education institution. You also authorize the mentioned educational institutions to provide requested information directly to KEMRI. Any information received will be treated with due regard to confidentiality. 3. WORK EXPERIENCE: You are aware we will contact former and current employers, if applicable, regarding work experience as well as check your three professional references. Finally you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed. I consent to use of this information in the course of evaluation of my application. At the bottom, there is a checkbox labeled 'I agree with the Terms and Conditions.' and a blue button labeled 'Submit Job Application'.



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**Step 20.** Login to your email account that you registered with on step 3, on your inbox you'll get an email from [d365@kemri.org](mailto:d365@kemri.org) subject: Job Vacancy Application, the email has a system generated pdf copy of your job application summary as shown below.

**NOTE:** If you don't find the email on your inbox, please check on Junk or spam folders.

With the job application summary and an **SMS from KEMRI**, that is a confirmation that your job application has been received successfully.

The screenshot displays an Outlook email interface. The main pane shows an email titled "JOB VACANCY APPLICATION" from "Dynamics 365" received on 9/13/2021 at 9:07 AM. The email body contains a PDF attachment named "JobApplication\_JAP1375..." (168 kb) and the following text: "Dear ALERTS, We are pleased to inform you that your application for the post Bachelors of Science in Botany Internship Nairobi has been Received Successfully. You will be contacted shortly and an email sent to you as regards when you will be invited for your interview. Use the following link to access the E-Recruitment Portal: [E-Recruitment Portal](#)". Below this is a sign-off: "Kind Regards, Human Resource". A footer note states: "[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]".

A PDF preview window is open over the email, showing the job application summary for "KENYA MEDICAL RESEARCH INSTITUTE". The summary includes the following details:

- Job Title:** 324P13752 : Bachelors of Science in Botany Internship Nairobi Job
- Posting Date:** 02-May-2021
- Posting Time:** 09:00:00
- Posting Location:** Nairobi
- Posting Reference:** 12345678
- Education:** Bachelor's Degree
- Experience:** 3 Years of working experience
- Personal Attributes (Skills and Competencies):** Highest Academic Qualification Masters